

Chief, Management Staff

9 March 1956

Chief, O&M Staff (DD/I and LD/S Areas)

Work Report, Week Ending 8 March 1956.

1. Project 6-25, Personnel Records Survey [REDACTED]

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[REDACTED]. The survey phase is 90% completed and the presentation charts are being prepared.

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2. Project 6-16, Survey of Personnel Procedures [REDACTED]

The Commo installation is progressing with personnel actions being cut ready to release, as soon as the revised T/O is fully approved. A meeting was scheduled for today between the Comptroller and Mr. [REDACTED] in an effort to resolve some of the Comptroller's questions before obtaining his concurrence.

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3. Project 5-80, Review of Procedures, Printing Services Division [REDACTED]

No change in status. Next week production control boards, similar to those used in each area of the Printing Section, will be installed in the Photographic Section.

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4. Project 5-1a, Fiscal Division [REDACTED]

No change in status. A meeting will be held on 13 March 1956 with the Machine Records Division and Technical Accounting Staff for the purpose of discussing the routine necessary to control payroll deductions and issuance of U.S. Savings Bonds through the use of tabulating equipment.

5. Project 6-24, Survey of Separation Procedures [REDACTED]

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A meeting was held with the Chief, Fiscal Division and some of his subordinates to discuss the overall problem and it has been determined that the problem is a minor one with vouchered funds, inasmuch as only one type of advance is made for travel and related expenses; furthermore, the amount of money advanced cannot exceed the amount in the employee's retirement fund, terminal leave, last pay check, etc., unless the employee attains a bond at his own expense (\$5).

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Miss [REDACTED] is examining unvouchered case folders in the Finance Division in order to determine the present scope of the problem and which components and types of funds are involved. Apparently, the problem is abating since there have been only four cases uncovered since 31 Oct. 1955, although the total number of cases outstanding on that date is considerable. It appears at this point in the study that the property problem may be a larger problem than the funds problem.

6. Project 5-46, BLINT Study [REDACTED]. No change.

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7. Project 5-73, OSI Reorganization [REDACTED]. No change. 25X1A9a
8. Project 5-62a, Survey of Industrial Register [REDACTED]. No change in status. 25X1A9a
9. Project 5-62, Study of all Registers, OCR [REDACTED]. Howard Osborn, Asst. to the IC, was loaned copies of our survey reports for Special and Graphics Registers. 25X1A9a
10. Project 5-72, Cartographic Support Regulation [REDACTED]. No change in status. 25X1A9a
11. Project 6-21, Study of Agency Clipping Services Provided by OCR and DD/P [REDACTED]. This project, which was initiated by Mr. [REDACTED], will be carried on by Mr. [REDACTED] in the DD/I and DD/S Areas and Mr. [REDACTED] in the DD/P Area. Interviews will start next week, although those in the special centers will have to be postponed until Mr. [REDACTED] obtains a temporary special intelligence clearance. 25X1A9a
12. Project 6-14, Study of Overtime Practices. No change in status.
13. MS-784, Office of Security Increase in Ceiling [REDACTED]. Completed. 25X1A9a
14. MS-800, Office of the Comptroller, Adjustment of T/O to Ceiling. Completed.
15. MS-802, Increase in CO/FBID Native Table of Organization. Completed.
16. MS-793, Transfer of T/O Slot and Ceiling From DD/I to DD/S. In process.
17. Miscellaneous
- Analysis of Manpower Survey [REDACTED]. Miss [REDACTED] is examining the documents on manpower utilization prepared in connection with the study by the House, Post Office and Civil Service Committee in an effort to categorize various opportunities for conserving and reducing manpower within the Agency and to provide succinct statements of the problems and the components involved. 25X1A9a
- [REDACTED] 25X1A9a